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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D.C.

October 31, 1943

PROCUREMENT MEMORANDUM NO. 4

Procedure for Requisitioning Food

On August 12, 1943 the Director of Food Distribution was authorized to act as the requisitioning authority for the War Food Administration. At the same time Deputy Director Ralph W. Olmstead and Assistant Deputy Director, Otie M. Reed were designated to execute the duties and responsibilities of the requisitioning authority in FDA.

Following are the procedures which shall cover requisition actions taken by FDA:

1. Proposal to Requisition - Commodity branch requesting requisition shall prepare a Proposal in accordance with the form attached to Administrator's Memorandum No. 15.
2. The Requisition - After approval of Proposal by Director, commodity branch shall prepare Requisition (Form WFA-1).
3. Service of Requisition - After Requisition is signed by the Deputy Director or his designee, it is sent by Solicitor's Office to the regional attorney for service. At the time Requisition is served, the commodity branch concerned and the Transportation and Warehousing Branch shall have a representative present to inspect the goods and make arrangements for their transportation.
4. Return of Requisition and Other Papers - After requisition has been served, it is returned by regional attorney to Office of Solicitor, which office shall return papers to FDA.
5. Notice of Requisition - After food has been requisitioned, the commodity branch shall give notice of the requisition to all persons having an interest in the food, using "Notice of Requisition" (Form WFA-2) for this purpose. Copies of the following forms shall accompany "Notice of Requisition": "Proof of Claim" (Form WFA-3); "Disclaimer" (Form WFA-4); "Verifications" (Form WFA-5); "Power of Attorney" (Form WFA-6).
6. Preliminary Determination - On receipt of Proof of Claim or Disclaimer forms properly filled out, commodity branch shall make a preliminary determination of fair and just compensation. When amount claimed is more than amount commodity branch recommends as fair and just compensation, the commodity branch shall make preliminary determination, utilizing "Preliminary Determination" (Form WFA-7).
7. Hearings - Procedures in connection with scheduling and conducting hearings is set forth in War Food Regulations 1, Part 1598(e).

8. Award and Payment - Payment shall be made upon presentation of proof of title and when amount as to fair and just compensation is agreed upon, or, if not agreed upon, when the requisitioning authority decides that full amount of claim cannot be paid.

Award may be set aside and retained, if it is determined that compensation cannot safely be paid.

Payment to unwilling recipients shall be made to the extent of 50 percentum of the amount of accordance with the applicable requisitioning act.

9. Return of Food - If in the opinion of the commodity branch, food requisitioned is no longer needed, the commodity branch should notify the Deputy Director and arrange with the Solicitor's Office to effectuate the return of the property. Return of food should be effected as quickly as possible to protect the Administration.
10. Approval of Requisitions by Agencies Outside of FDA - Requests for requisitioning action initiated outside WFA shall be transmitted directly to Office of Deputy Director, which shall take such steps as are necessary to obtain the approval of the Director.

All questions relating to requisitioning should be referred to Assistant Deputy Director Otis M. Reed.



Deputy Director